

OFFICE MANAGEMENT/RECORD KEEPING

TABLE OF CONTENTS

	<u>Chapter/Subject/Item</u>
Case Files.....	14.01
Case Folders aa	14.01.01
Case File Mailing ab	14.01.02
Closed Cases ac	14.01.03
Organization of Case File.....	14.02
Section I - Case Activity Record ad	14.02.01
Section II - Court Documents (Probation/Parole/ES/IS/NGI) ae	14.02.02
Section III - Violation Investigation Documents af	14.02.03
Section IV - Confidential Documents & Release of Information ah	14.02.04
Section V - Miscellaneous Supervision Forms ai	14.02.05
Section VI - Miscellaneous Correspondence aj	14.02.06
Section VII - Interstate Compact Forms ak	14.02.07
Section VIII - Institution Documents al	14.02.08
Section IX - Revocation Documents am	14.02.09
Section X - Offender Report Forms bp	14.02.10
Section XI - Sex Offender Documents bq	14.02.11
Review of Case Records.....	14.03
Purpose an	14.03.01
Case Record Review Procedure ao	14.03.02
Receipt Book Audit ap	14.03.03
Supervision Fees Review aq	14.03.04
Records Disposal/Destruction Schedule.....	14.04
Authority ar	14.04.01
General Statement as	14.04.02
Record Disposal Procedure at	14.04.03
T-File Destruction au	14.04.04
Open Records Law.....	14.05
Authority av	14.05.01
General Guidance aw	14.05.02
Open Records Request Procedure ax	14.05.03
Records Exempt from Disclosure ay	14.05.04
Restricted Release Records az	14.05.05

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07/19/01

Chapter/Subject/Item

Inmates and Committed Persons Status as Requesters ba	14.05.06
Employee Records bb	14.05.07
Information Sharing with Public.....	14.06
Policy bc	14.06.01
General Guidance bd	14.06.02
Obtain Information be	14.06.03
Guidance on Requests	14.06.04
Notify Supervisor.....	14.06.05
Guidance on Requests.....	14.06.06
Situation Alerts.....	14.07
General Statement bg	14.07.01
Policy bh	14.07.02
Procedures bi	14.07.03
Caseload/Computer Printouts.....	14.08
Caseload Printouts bj	14.08.01
DOC-44 Computer-Generated Packet bk	14.08.02
Telephones.....	14.09
Personal Calls bl	14.09.01
Collect Calls bm	14.09.02
Cell Phone Management	
Copying of Case Files for Chapter 980 Referrals	14.10
General Statement bn	14.10.01
Policy bo	14.10.02

Division of
Community Corrections

Chapter: Office Management/Record
Keeping

Subject: Case Files

Date: 07/19/01 Page 1 of 1

.01 CASE FOLDERS

A 9x12 folder is prepared for each case. On the left-hand side of the tab, at the top of the folder, the offender's name should be typed with the last name first in capital letters, followed by the first name or initials, as shown on the court order. The offender number should be included on the label. The termination number, when applicable, is noted on the label.

Field case files for all Special Bulletin Notification (SBN) offenders are required to have a label placed prominently on the front of the file which reads, "This Offender is required to comply with the Face-to-Face Contact requirements of the Sex Offender Notification Law. Any address change requires Law Enforcement Notification."

.02 CASE FILE MAILING

The original copy of any document or file that is the sole copy must be mailed first class. First class/certified mail is used when the uniqueness and/or value of the communication so warrants.

Case files weighing over 12 ounces are sent "priority" mail.

.03 CLOSED CASES

Upon receipt of the Notice of Case Status Change (DOC-36), the T-number (termination number) should be noted on the index card, if applicable, and placed on the label of the case file. The file is then filed in numerical order according to the assigned T-number.

If a case later becomes active, pertinent information can be retrieved. The T-file, if available, shall be reviewed; however, new case file information should not be placed in the closed file.

Division of
Community Corrections

Chapter: Office Management/Record
Keeping

Subject: Organization of Case File

Date: 11/18/13 Page 1 of 5

.01 SECTION I - CASE ACTIVITY RECORD

DOC 3 Face Sheet or PSI
DOC 10 Rules of Community Supervision (all
versions)
DOC 24 Transfer Summary
DOC 48 Discharge Letter/Notifications
DOC 179 Probation Social Investigation
DOC 2354 Prior Record Listing
COMPAS Unified Case Plan (manager version)
COMPAS Bar Chart and Narrative
COMPAS Supervision Review Recommendation
DDE 5180 Order of Discharge upon Expiration of
Commitment
DDE 5614/5615 Conditional Release Rules and
Conditions/Supervised Release Rules

.02 SECTION II - COURT DOCUMENTS (Probation/Parole/ES/IS/NGI)

CR 212 JOC w/Criminal Complaint
Sentencing Minutes
DOC 31 Restitution Ordered
DOC 37 Amended JOC(s)
DOC 101 Extension/Civil Judgment Petition
DOC 398 Intake Routing Face Sheet (if utilized)
DOC 2156/2259 Amendment to JOC - CIP/ERP
CR 204R JOC to County Jail/Fine/Forfeiture after
Revocation of Probation
CR 250/252 Petition to Modify ES Conditions/Order to
Modify ES Conditions
CR 253 Order for Reconfinement after Revocation
of Extended Supervision
CR 258 Petition for Sentence Adjustment/Early
Discharge
CR 255/256 Referral due to Geriatric/Terminal; Order
for Sentencing Modification
CR 260 Order Concerning Sentence Adjustment
DOC 236 Judgment and Commitment Sexually Violent
Person
CR 263 Petition for Determination of Eligibility
for ERP
CR 264/265 DOC Approval to File Petition for ERP
Eligibility/Order
CR 275 Order for Placement
CR 239 Order for Supervised Release
CR 237 Order Denying Petition for Supervised
Release
CR 238 Order for Supervised Release Plan

Division of
Community Corrections

Chapter: Office Management/Record
Keeping

Subject: Organization of Case File

Date: 11/18/13 Page 2 of 5

.02 SECTION II - COURT DOCUMENTS (Probation/Parole/ES/IS/NGI)
(continued)

CR 274	Order for Conditional Release Plan
CR 271	Order of Commitment
CR 206	Order of Commitment for Treatment
CR 270	Order for Examination
ME 911	Order of Commitment, Extension of Commitment, Dismissal
ME 912	Treatment Condition
ME 914	Order of Commitment

.03 SECTION III - VIOLATION INVESTIGATION DOCUMENTS

DOC 5	Violation Report w/ items attached: Police reports, lab reports, statements, etc.
DOC 212	Order to Detain
DOC 213	Cancellation of Order to Detain
DOC 58	Apprehension Request
DOC 58a	Apprehension Cancellation
DOC 95	Violation Warrant
DOC 96b/186b	Order Reinstating Probation/Parole
DOC 44	Start and Stop Times
DOC 1165	Statement of Items Seized or Damage to Property Searched
DOC 2072	Law Enforcement Contact
Electronic	Monitoring Alerts
DOC 1961	Absconder Locator
DOC 2221	DOC Home Search Plan
DDE 5177	Statement of Probable Cause & Petition for Revocation of Conditional Release
DDE 5536	Statement of Probable Cause for Detention
DDE 5176	Notice of Violation & Receipt
DDE 5206/5207	Petition for Capias/Order Granting Capias
DDE 5205	Order to Transport

.04 SECTION IV - CONFIDENTIAL DOCUMENTS & RELEASE OF INFORMATION

DOC 1163	Authorization for Disclosure of Non- Health Confidential Information
DOC 1163a	Authorization for Use and Disclosure of Protected Health Information
DOC 1336	Referral for Services
DOC 2077	Health Transfer Summary
DOC 3359	Agent Notification of TB Infection

Division of
Community Corrections

Chapter: Office Management/Record
Keeping

Subject: Organization of Case File

Date: 11/18/13 Page 3 of 5

**.04 SECTION IV - CONFIDENTIAL DOCUMENTS & RELEASE OF INFORMATION
(continued)**

DOC 2623 Victim Notification/Reply
PENS Notification
School Transcripts
Treatment Group Attendance/Progress Reports/Records
Urinalysis Reports

.05 SECTION V - MISCELLANEOUS SUPERVISION FORMS

DOC 3 Face Sheet for Law Enforcement Contact
DOC 34/44 Area Transfer
DOC 50 Travel Permit
DOC 56 Application to Purchase/Operate a Motor
Vehicle
DOC 88 Home Visit Waiver
DOC 127 Offender Request for Administrative
Review
DOC 148 Wage Assignment
DOC 501 Purchase of Offender Goods and Services
DOC 550 CCEP Assessment
DOC 1565 CCEP Referral
DOC 556 CCEP Employment Report
DOC 1031 Media Contact Report
DOC 1362/a/b EMP enrollment/enhanced/GPS enrollment
DOC 1363 EMP Schedule
DOC 2323 EMP Rules
DOC 1532 Notice to Employer
DOC 1660/1661 Community Service Alternative to
Jail/Referral to CSW crew
DOC 1682 Supervision Fee Action Report
DOC 1793b Job Search Documentation
DOC 1925 Firearms Restriction
DOC 2352 Voter Ineligibility Acknowledgement
DOC 2189 Direct Assignment
DOC 2215/2238 EMP Equipment Found/Lost/Damaged
DOC 3011 Fee for copies
DOC 2367 ICE Notification Request
DDE 6019 Client Contribution Calculation for Cost
of Care

.06 SECTION VI - MISCELLANEOUS CORRESPONDENCE

DOC 1043 Facsimile Cover Message with Attachments
DOC 4011 Letterhead documents
Written Correspondence Sent/Received
Memos
E-mail Printed Communication

Division of
Community Corrections

Chapter: Office Management/Record
Keeping

Subject: Organization of Case File

Date: 11/18/13 Page 4 of 5

.07 SECTION VII - INTERSTATE COMPACT FORMS

Offender's Application
Transfer Request
Notice of Arrival/Departure
Offender Violation Report
Progress Report
Compact Action Request
Case Closure Notice

.08 SECTION VIII - INSTITUTION DOCUMENTS

DOC 7e Pre-Release Investigation
DOC 11 Parole Planning Information
DOC 15 Offender Release Authorization
DOC 745 Release Plan Information
Miscellaneous Institution Forms

.09 SECTION IX - REVOCATION DOCUMENTS

DOC 44/a Administrative Action - completed
DOC 250 ATR Agreement
DOC 414 Notice of Violation, Recommended Action &
Statement of Hearing Rights
DOC 414a Notice of Violation and Receipt
DOC 415 Notice of Preliminary Hearing
DOC 416 Revocation Information Request
DOC 424 Claim for Witness Fee
DOC 429 Revocation Hearing Request
DOC 1304 Subpoena
DOC 1950 Violation/Revocation Summary
DOC 1221 Revocation Order and Warrant
DOC 2132 Reincarceration Time Recommendation
Worksheet
Requests for Adjournment of Hearings
Preliminary Hearing Decisions
Final Revocation Hearing Decisions
Chapter 31/Custody Letters
CR 276 Order on Petition to Revoke Conditional
Release
ME 901 Statement of Emergency Detention-Law
Enforcement

.10 SECTION X - OFFENDER REPORT FORMS

Offender Report Form (DOC-8) - Per RDA-105, these
forms can be destroyed if older than one year
provided that the information has been entered into
Notes.

Division of
Community Corrections

Chapter: Office Management/Record
Keeping

Subject: Organization of Case File

Date: 11/18/13 Page 5 of 5

.11 SECTION XI - SEX OFFENDER DOCUMENTS

DOC 3 Face Sheet -Law Enforcement & DNA
DOC 1423 Sex Offender Program Report
DOC 1557/a Sex Offender Assessment Report/Risk
Assessment
DOC 1748 Sex Offender Release Special Bulletin
Notification
DOC 1759 Sex Offender Registration Form
DOC 1790 Special Bulletin Notification-supplement
DOC 1867 Sex Offender Disclosure Questionnaire
DOC 2065 Reclassification Worksheet
DOC 2084 Intake Checklist
DOC 2110 Sex Offender Residence Assessment
DOC 2129 Sex Offender Activity Request
DOC 2143 SBN Release Plan
DOC 2261 Employment Assessment
DOC 2220 Polygraph Referral
DOC 2247 Sex Offender Registration Non-Compliance
Investigation
DOC 2287 Sex Offender Registrant Info - Home Visit
DOC 2435 GPS Tracking Screening

BACK COVER OF FILE FOLDER

DOC 150 Payment Ledger (if exists)

Pink Copies of court obligation receipts and yellow
copy of Supervision Fee Payment Agreement filed in
an envelope and attached to inside back cover of
file folder.

Division of
Community Corrections

Chapter: Office Management/Record
Keeping

Subject: Review of Case Records

Date: 07/19/01 Page 1 of 2

.01 PURPOSE

In order to manage quality control, supervisors routinely conduct reviews of case records. This is accomplished through various means in the course of a supervisor's responsibilities. The Case Record Review Form ([DOC-308](#)) will help supervisors complete a comprehensive review of a case file, focusing on offender accountability, public safety, and offender competencies.

As a guideline, supervisors should be closely reviewing the case plan to see if dynamic risk factors (described in Chapter 6 Supervision) are being addressed. Evidence of this should be in the file. Court-ordered conditions should be addressed on the rules and case plans. Risks and needs, as identified by the DOC-502 and [DOC-506](#), should also be addressed. Case plans should be written with clear, measurable objectives and expected completion dates, and should reflect the scored results of the CMC and LSI if completed.

.02 CASE RECORD REVIEW/CONFERENCE PROCEDURE

The supervisor shall complete a review of the file using the Case Record Review ([DOC-308](#)). Reviews can be completed with or without the agent's presence. Selection of the cases to be audited shall be made by the supervisor without advance notice. Copies of the review should be shared and discussed with the agent during formal conferences. Results of the review should be used when completing PPDs.

The following minimum frequency is to be followed for case file reviews and conferences:

- "A" Level Agent: One case every month with monthly formal conferences;
- "B" Level Agent: One case every other month with regularly scheduled conferences;
- "C" Level Agent: One case every three months with regularly scheduled conferences.

Regional chiefs may modify the frequency of reviews and conferences based on supervisory workload.

Division of
Community Corrections

Chapter: Office Management/Record
Keeping

Subject: Review of Case Records

Date: 07/19/01 Page 2 of 2

.03 RECEIPT BOOK AUDIT

Receipt books are to be audited on a semi-annual basis.

.04 SUPERVISION FEES REVIEW

On a monthly basis, supervisors are to review the supervision fee reports generated by the DCC Business Office. Cases that have been discharged but still have active schedules, and new cases with no coupon book assignment, shall be discussed with the agent and appropriate action taken.

Offenders who are on a "No Charge" (N1) schedule must be reviewed a minimum of once every six months to determine if this classification is still appropriate.

Division of
Community Corrections

Chapter: Office Management/Record
Keeping

Subject: Records Disposal

Date: 10/22/13 Page 1 of 1

.01 AUTHORITY

Wisconsin Statute 16.61(4)

.02 GENERAL STATEMENT

Written approval must be obtained prior to disposing of any Department record.

Under Wisconsin Law, all records maintained by DOC must be retained and destroyed based upon an applicable Records Retention/Disposition Authorization (RDA) issued by the State Public Records Board. The regional chief is responsible for informing field staff about the RDAs applicable to their records.

.03 RECORD DISPOSAL PROCEDURE

Current RDAs are posted on MyDOC: On the opening MyDOC screen, key in "RDA" in the "Search Docs" box. RDAs are listed in numerical order.

For questions about RDAs, contact the Department Records Management Compliance Officer at (608) 240-5575.

.04 T-FILE DESTRUCTION

The destruction of DCC supervision files assigned a termination or "T" number occurs annually. At the direction of the Department Records Officer, staff shall dispose of "T" files prior to a given date in accordance with the applicable RDA, and certify to the Records Officer the number of cubic feet of records disposed.

Documents containing health information must be destroyed in a confidential manner per Health Services Policy and Procedure 500:07, Retention and Destruction of Protected Health Information, Appendix A.

Division of
Community Corrections

Chapter: Office Management/Record
Keeping

Subject: Open Records Law

Date: 07/19/01 Page 1 of 4

.01 AUTHORITY

Wis Stats. 19.31, 19.39, 19.62(5) and (7), 48.78, 51.30, 103.13, 118.125, 146.82, 146.83, 230.13, 252.12(3), 905.03, 942.06, 972.15(1); Executive Directive 21; WSEU Contract 2/4/4; Department of Employee Relations Locator Number OS-76 & MRS-194.

.02 GENERAL GUIDANCE

It is the policy of the Division of Community Corrections to provide timely and accurate information to inquiries from the media or from individual citizens.

With the exception of specific confidentiality laws, records created or maintained by the Division shall be construed in every instance with a presumption of complete public access, consistent with the conduct of government business. Denial of public access generally is contrary to the public interest and only in an exceptional case may access be denied.

.03 OPEN RECORDS REQUEST PROCEDURE

All requests should be forwarded to the designated open records custodian in the region. The open records custodian shall respond to all requests using the following process:

- Records may be requested orally or in writing.
- Written requests must be responded to in writing. Use of the Record Request Response Form ([DOC-1160](#)) is recommended as it contains all the legal requirements such as the appeal notice.
- Records may not be denied because the requester refuses to identify themselves or the purpose of their request.
- Requesters may be required to identify themselves for security reasons if the records are to be reviewed inside the secure portion of an office or center or if the request is received by mail.
- All denials must be justified.
- Open records custodians must determine if the requested record(s) exist, within the meaning of the law.
- If the requested records exist, a determination must be made if none, all, or part of them is to be released.

Division of
Community Corrections

Chapter: Office Management/Record
Keeping

Subject: Open Records Law

Date: 07/19/01 Page 2 of 4

.03 OPEN RECORDS REQUEST PROCEDURE (continued)

- Partial (or redacted) records must be released if they contain information that is releasable under the law.
- Requests must be responded to as soon as practicable and without delay.
- Fees for copies should be charged, along with mailing or shipping charges, consistent with the law.
- Record requests and copies of the responses should not be filed in the offender case file. They should be filed by month in a separate open records file.

.04 RECORDS EXEMPT FROM DISCLOSURE

The open records custodian shall determine records exempt from disclosure as designated by the following:

- Records containing personally identifiable information collected or maintained in connection with a complaint or an investigation that may lead to an enforcement action, an administrative proceeding, an arbitration proceeding or court proceeding, or any such records which are collected or maintained in connection with such an action are exempt from disclosure.
- Any record containing personally identifiable information that, if disclosed, would do any of the following are exempt from disclosure:
 - Endanger an individual's life or safety;
 - Identify a confidential informant;
 - Endanger the security of a prison or its population or staff;
 - Compromise the rehabilitation of a person in the custody of the agency.
- AODA treatment records.
- Criminal history record information obtained from the FBI's NCIC (FBI "rap sheets").

Division of
Community Corrections

Chapter: Office Management/Record
Keeping

Subject: Open Records Law

Date: 07/19/01 Page 3 of 4

.04 RECORDS EXEMPT FROM DISCLOSURE (continued)

- Any record that is part of a record series that is not indexed, arranged, or automated in a way that the record can be retrieved by the authority maintaining the records series by use of an individual's name, address, or other identifier.
- Victim addresses.
- Attorney/client communication.
- Computer programs.
- Investigative information obtained by law enforcement agencies (includes DOC), as required by law, or for receipt of aids.
- Records exchanged between states for Interstate Compact transfers.
- Names and other information on WSEU represented employees
- Letters or notes from former employers commenting on an applicant's (employee) qualifications.
- Records regarding an employee's enrollment or participation in an EAP program.
- Disciplinary actions against employees.
- Annual employee performance evaluations or performance improvement plans.
- Employee probationary service reports
- Employee sex, race, ethnic group information, and social security numbers.

.05 RESTRICTED RELEASE RECORDS

The following records are not releasable under the Open Records Law unless proper consent or release is obtained:

- Juvenile records
- Health care records
- Clinical records
- Educational records
- AODA treatment records

Division of
Community Corrections

Chapter: Office Management/Record
Keeping

Subject: Open Records Law

Date: 02/22/07 Page 4 of 4

.06 INMATES AND COMMITTED PERSONS STATUS AS REQUESTERS

Any person confined to a state prison, county jail, house of corrections, or other state, county, or municipal correctional or detention facility (including persons on a condition of probation in jail) may inspect and receive only copies of records which contain specific references to that person or their minor children who have not been denied placement with them under the law.

Any committed person, including civil mental health and sexually violent persons under a Chapter 980 commitment, in an inpatient treatment facility (includes the Wisconsin Resource Center, mental health institutes, secure mental health units, or facilities created under Chapter 980), may inspect and receive only copies of records which contain specific references to that person or their minor children who have not been denied placement with them under the law.

.07 EMPLOYEE RECORDS

Employment records containing information about DOC employees may not be released without specific authorization from the Department's Records Custodian.

Division of
Community Corrections

Chapter: Office Management/Record
Keeping

Subject: Information Sharing With
Public

Date: 07/19/01 Page 1 of 3

.01 POLICY

It is the policy of the Division of Community Corrections to provide timely and accurate information to inquiries from the media or from individual citizens.

.02 GENERAL GUIDANCE

Caution should be exercised when disclosing information, and personal opinion should be avoided. Staff while in pay status, on state time, and/or on state property are considered acting as a representative of the Department and in the name of the Department of Corrections. Staff shall be courteous and helpful and provide timely and accurate information within their expertise, depending on the availability of the information requested. The following guidelines should be followed:

- Staff must not respond to media inquiries until after discussion with the Department of Corrections Public Information Officer.
- Inquiries regarding matters which are in litigation shall be referred to the Department's Office of Legal Counsel.
- Inquiries on matters under investigation will not be discussed until the investigation is completed and disposition made.
- Inquiries on personnel matters will be referred to the Director of the Bureau of Personnel Relations and Human Resources.

.03 REQUESTS FOR INFORMATION

Staff who receive inquiries shall attempt to obtain the following information:

- Name of person making the inquiry
- Name of organization they represent
- Phone number where they can be reached
- Information requested
- Reason for request

Division of
Community Corrections

Chapter: Office Management/Record
Keeping

Subject: Information Sharing With
Public

Date: 07/19/01 Page 2 of 3

.03 REQUESTS FOR INFORMATION (continued)

Requests from media must be documented on the Situation Alert ([DOC-1959](#)).

Requests identified as open records requests shall be handled in accordance with 14.05.

Staff may provide information that is a matter of public record. Two factors of importance in determining whether to respond to inquiries are the availability of the staff person to respond and the availability of the information being sought. If the information requested is reasonably available, but is not within the ability of the staff person to provide it, then the appropriate response is that the information requested will be provided after it is obtained. If the information is not available, or the staff person is not knowledgeable of the matter, the inquiry will be referred to the supervisor for a response.

.04 GUIDANCE ON REQUESTS

Requests for information fall into two categories:

- Requests for case record information
- Requests for program related information

Requests for Case Record Information

Requests for access to a case file under the Open Records Law shall be referred in accordance with 14.05. Requests for information about a case other than those covered under the Open Records Law shall be responded to completely and accurately within the following guidelines:

- Privileged or confidential information protected by statute or administrative rule may not be released.
- A balancing test shall be applied to requests for information of a sensitive or personal nature or information that could do irreparable damage to Department of Corrections programs or security. The test shall include a conscientious effort to determine that the public right to know outweighs the need to protect the information.

Division of
Community Corrections

Chapter: Office Management/Record
Keeping

Subject: Information Sharing With
Public

Date: 07/19/01 Page 3 of 3

.04 GUIDANCE ON REQUESTS (continued)

Requests for Program Related Information

Requests for information about Department policies or procedures shall be responded to completely and only when the response accurately reflects the Department policy or procedure concerned. This may necessitate a review of the Operations Manual, Administrative Code, or other reference to ensure accuracy. Application of policy or procedure to a specific case shall be responded to within the expertise of the staff person to respond. This can be as the result of first-hand experience or from the record; however, staff shall not attempt to interpret the record or express personal opinion.

Division of
Community Corrections

Chapter: Office Management/Record
Keeping

Subject: Situation Alerts

Date: 01/24/07 Page 1 of 2

.01 GENERAL STATEMENT

Assistant Administrators are responsible for ensuring that all DCC staff in their respective areas of responsibility has knowledge of the process to inform the DOC/DCC Administrator of situation alerts/unusual incidents that may occur.

The Administrator and Assistant Administrators are responsible for informing the DOC Secretary's Office of any and all situation alerts/unusual incidents.

.02 POLICY

A situation alert or unusual situation includes, but is not limited to, any of the following events:

- All serious injuries of staff on or off duty
- All unusual events, episodes, or violations involving high profile offenders including but not limited to all incidents where an offender is a suspect in a homicide or sexual assault
- All events in which an SBN sex offender absconds from supervision
- Any unusual incidents involving offenders or staff

.03 PROCEDURE

Staff with the above information must IMMEDIATELY contact the Administrator by pager utilizing the number "1" after entering their telephone number.

In the event that the Administrator is unavailable (does not answer the page within 10 minutes), staff are to contact their respective Assistant Administrator by pager.

The Administrator or Assistant Administrator will gather the initial facts and IMMEDIATELY inform the DOC Secretary's Office.

Division of
Community Corrections

Chapter: Office Management/Record
Keeping

Subject: Situation Alerts

Date: 07/19/01 Page 2 of 2

.03 PROCEDURE (continued)

Staff reporting the alert/incident must provide the following information:

- What is the incident
- Who was involved
- What happened
- Where it happened
- When it happened
- Why and how it happened

Also include the offender's progress to date including all violations, programming, etc.

The Situation Alert ([DOC-1959](#)) must be completed and routed as indicated on the form. If the contact is from a member of the media, the Department's Public Information Officer must receive a copy of the report.

Division of
Community Corrections

Chapter: Office Management/Record
Keeping

Subject: Caseload Computer
Printouts

Date: 07/19/01 Page 1 of 2

.01 CASELOAD PRINTOUTS

Active Supervision Cases: A computer printout and summary sheet are sent to the Agent, Unit Supervisor, and Regional Chief. The Unit Supervisor receives two copies and forwards one to the ledgerkeeper.

The caseload printout and summary sheets are to be reviewed for accuracy and retained until a new listing is received. Changes generated by the Recommendation for Administrative Action (DOC-44) will be reflected on the printout. Cases are not added until the DOC number has been received and are not removed until a termination number is issued. Transfer cases are not official until a DOC-44 or Blanket Transfer (DOC-34) has been processed by Central Records. Each caseload printout covers one calendar month, and movement of any type occurring between the end of the month and the day on which the printout is received will appear on the following month's printout.

"AB" will denote absconder cases after the case ID. "VW" denotes a case in which a stop time has been issued but the absconder box has not been checked. An asterisk (*) before the case type denotes an out-of-state case and "EX" indicates that the case has been extended. Supervision fee schedules are identified on the listing as S1 (\$30), S2 (\$10), N1 (no charge), or V1 (vendor supervision). Cases which do not have a supervision fee level assigned must be addressed immediately by the agent.

Institution Cases: Agents and supervisors each receive a copy of the monthly institution caseload printout. This lists all institution cases assigned to a specific agent number and includes DOC number, institution location, type of commitment, Mandatory Release/Extended Supervision date, and parole eligibility date.

Division of
Community Corrections

Chapter: Office Management/Record
Keeping

Subject: Caseload Computer
Printouts

Date: 07/19/01 Page 2 of 2

.01 CASELOAD PRINTOUTS (continued)

The agent should review this printout for accuracy. Each caseload printout covers one calendar month. Movement of any type occurring between the end of the month and the day on which the listing is received will appear on the next month's listing.

Offender Name Change: If an offender has his/her name legally changed during the course of supervision, DCC records will be altered to reflect that name change only under the following circumstances:

- An amended probation order is received from the court showing the name change; or,
- The court order changing the offender's name contains the language, "includes any and all records."

If either of these orders is received, the agent shall forward a copy to CRU with the DOC-44 for that offender. The former name will then be recorded as an alias and the new name will be recorded as the true name (see 14.08.02).

.02 DOC-44 COMPUTER-GENERATED PACKET

The Recommendation for Administrative Action (DOC-44) is used to make changes in the CACU database. Only data on the automated versions of the Face Sheet (DOC-3), Apprehension Request (DOC-58), and the DOC-44 may be corrected in this manner.

A court order must accompany the DOC-44 to change the court case number, name on the court order, county and state of conviction, court order type, conviction date, sentencing date, term, discharge date, consecutive case indicator, discharge upon payment of obligations indicator, statute number, number of counts, and felony/misdemeanor indicator.

Division of
Community Corrections

Chapter: Office Management/Record
Keeping

Subject: Telephones

Date: 01/24/07 Page 1 of 1

.01 PERSONAL CALLS

Employees should avoid the use of State telephones or cell phones to place personal calls. If an employee finds it necessary to place a personal long-distance call, it must be charged to the caller's home phone or reverse the charges.

.02 COLLECT CALLS

Generally, collect calls should not be accepted unless there is an emergency or absconder situation. When a collect call is refused, the employee should ask the operator for the caller's number and then replace the call "station-to-station." Collect calls received at home must be charged to the office phone number; if this is not possible, they will be reimbursed on the travel voucher with proper documentation.

.03 CELL PHONE MANAGEMENT

DOC cell phones are authorized for business use by agents or units. It is the responsibility of each authorized user to review, sign, and date billing documents as they are routed to them to identify calls of a personal nature. The Department must be reimbursed for the total cost of all personal calls. The signed and dated billing document should be routed to the supervisor.

Division of
Community Corrections

Chapter: Office Management/Record
Keeping

Subject: Copying of Case Files for
Chapter 980 Referrals

Date: 03/01/06 Page 1 of 1

.01 GENERAL STATEMENT

Since the enactment of the Chapter 980 Sexually Violent Person Commitments Law, the Bureau of Offender Programs (BOP) requests copies of an offender's complete file upon referral of a Sexually Violent Person case to the Department of Justice (DOJ). DOJ uses this material to support the petition for commitment. Due to the importance of this proceeding and associated time constraints, it is imperative that all file material be copied and forwarded to the Bureau of Offender Programs for DOJ's use without delay.

.02 PROCEDURE

The following measures will be implemented within three working days of receiving the written request:

- All file material and documents contained in the file will be copied. Editing of file materials is not necessary.
- Back-to-back documents are to be completely copied. Attention should be paid to ensure that the correct backside of a form or document accompanies the appropriate face side.
- Documents do not need to be stapled.
- Confidential documents (i.e., juvenile records, AODA information) are to be included. Redacting of file information is not necessary.

On occasion there will be instances when an offender's release date changes due to recalculations, MRs, etc., and requests for file material may come via an e-mail or a telephone call. All efforts will be made to avoid these situations, but there will sometimes be unforeseen circumstances. In these cases, file materials should be copied and forwarded to the BOP as soon as possible, but in no case later than three working days.